

TABLE OF CONTENTS
SAN SABA COUNTY MUNICIPAL AIRPORT
TxDOT CSJ No. 21OBSNSAB

1. REQUEST FOR QUALIFICATIONS SOLICITATION WITH
HISTORICALLY UNDERUTILIZED BUSINESS PARTICIPATION
2. EVALUATION CRITERIA
4. AIRPORT LAYOUT PLAN
5. [FORM AVN-551](#)-(PLEASE BE SURE TO DOWNLOAD THE MOST RECENT REVISED FORM
DATED 8/2016)
[HTTP://WWW.TXDOT.GOV/INSIDE-TXDOT/DIVISION/AVIATION/PROJECTS.HTML](http://www.txdot.gov/inside-txdot/division/aviation/projects.html)
6. INSTRUCTIONS FOR RESPONDING TO A SOLICITATION IN EGRANTS

**Texas Department of Transportation
Aviation Division
Request for Qualifications (RFQ) for Professional Services**

The City of San Saba and San Saba County, through their agent, the Texas Department of Transportation (TxDOT), intends to engage a qualified firm for professional services. This solicitation is subject to 49 U.S.C. §47107(a)(17) and will be administered in the same manner as a solicitation conducted under Chapter 2254, Subchapter A, of the Texas Government Code. TxDOT Aviation Division will solicit and receive qualification statements for professional services as described below:

Airport Sponsor: City of San Saba and San Saba County Municipal Airport, TxDOT CSJ No. 21OBSNSAB.

The TxDOT Project Manager is Bill Macke.

Scope:

1. Prepare an obstruction survey;
2. Load to FAA databases; and
3. Flight check.

Subcontracting opportunities are not probable. Therefore, respondents are not required to submit an up-to-date “*HUB Subcontracting Plan (HSP)*” with their qualifications at the time of submission.

If during the term of the contract subcontractors are used in the delivery of services, the contractor will be required to complete a HSP to verify their intent to subcontract and show their good faith effort to contract with HUBs. In addition, the contractor will be required to submit monthly, a “*Prime Contractor Progress Assessment Report*” and “*HUB Subcontracting Plan (HSP) Progress Compliance Form - 2579*”, through the eGrants system.

To assist in your qualification statement preparation the criteria and most recent Airport Layout Plan are available online at

<http://www.dot.state.tx.us/avn/avninfo/notice/consult/index.htm> by selecting “San Saba County Municipal Airport.”

AVN-551 Preparation Instructions:

Interested firms shall utilize the latest version of Form AVN-551, titled “Qualifications for Aviation Planning Services”. The form may be requested from TxDOT, Aviation Division, 125 E. 11th Street, Austin, Texas 78701-2483, phone number, (800)68-PILOT (74568). The form may be emailed by request or downloaded from the TxDOT website at <http://www.txdot.gov/inside-txdot/division/aviation/projects.htm>. The form may not be altered in any way. Firms must carefully follow the instructions provided on each page of the form. Qualifications shall not exceed the number of pages in the AVN-551 template. The AVN-551 consists of eight pages of data plus one optional illustration page. A prime

provider may only submit one AVN-551. If a prime provider submits more than one AVN-551, or submits a cover letter with the AVN-551, that provider will be disqualified. Responses to this solicitation WILL NOT BE ACCEPTED IN ANY OTHER FORMAT.

ATTENTION: To ensure utilization of the latest version of Form AVN-551, firms are encouraged to download Form AVN-551 from the TxDOT website as addressed above. Utilization of Form AVN-551 from a previous download may not be the exact same format. Form AVN-551 is a PDF Template.

The completed Form AVN-551 must be received in the TxDOT Aviation eGrants system no later than June 16, 2021, 11:59 PM. (CDST). Electronic facsimiles or forms sent by email or regular/overnight mail will not be accepted.

Firms that wish to submit a response to this solicitation must be a user in the TxDOT Aviation eGrants system no later than one business day before the solicitation due date. To request access to eGrants, please complete the Contact Us web form located at <http://txdot.gov/government/funding/egrants-2016/aviation.html>

An instructional video on how to respond to a solicitation in eGrants is available at <http://txdot.gov/government/funding/egrants-2016/aviation.html>

Step by step instructions on how to respond to a solicitation in eGrants will also be posted in the RFQ packet at <http://www.dot.state.tx.us/avn/avninfo/notice/consult/index.htm>.

The consultant selection committee will be composed of local government representatives and Aviation Division staff. The final selection by the committee will generally be made following the completion of review of AVN-551s. The committee will review all AVN-551s and rate and rank each. The evaluation criteria for airport planning projects can be found at <http://www.txdot.gov/inside-txdot/division/aviation/projects.html> under Information for Consultants. All firms will be notified and the top-rated firm will be contacted to begin fee negotiations. The selection committee does, however, reserve the right to conduct interviews for the top-rated firms if the committee deems it necessary. If interviews are conducted, selection will be made following interviews.

Please contact TxDOT Aviation for any technical or procedural questions at (800)68-PILOT (74568). For procedural questions, please contact Dawn Denson, Grant Manager. For technical questions, please contact Bill Macke, Project Manager.

For questions regarding responding to this solicitation in eGrants, please contact the TxDOT Aviation help desk at (800)687-4568 or avn-egrantshelp@txdot.gov.



EVALUATION CRITERIA FOR AIRPORT PLANNING QUALIFICATIONS

The following criteria will generally be used in evaluating consultants submitting qualifications; however, the Consultant Selection Committee may develop additional consultant evaluation criteria and point values, if desired. The Consultant Selection Committee should assign points to be used for the Consultant Rating Sheet if they do not use the suggested point values. The TxDOT Project Manager can assist the Selection Committee in interpreting the criteria and establishing point values for each criterion, if necessary.

Suggested Point Values and Selection Criteria

- 1. Capability to perform all of the services required for this project and professional qualifications of key personnel assigned to this project relevant to the work to be performed. (25 points)**

Does the consultant have the necessary resources to perform all of the services required (e.g.: planning, surveying, CAD, etc.)? Who are the professionals that will be working on this project on a daily basis and how do their qualifications and experience with general aviation airport planning projects compare with other respondents? [Sources of information: Aviation Planning Team Form, Recent Relevant Airport Experience Form, Proposed Technical Approach Form, and possibly the Optional Summary.]
- 2. Recent experience, within the last ten years, in the development of airport plans comparable to the proposed project. (25 points)**

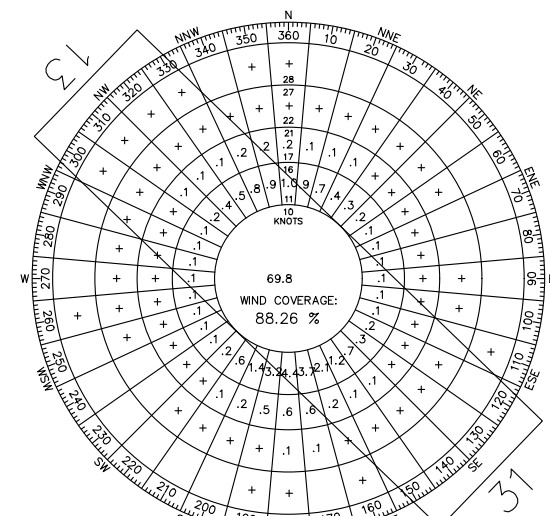
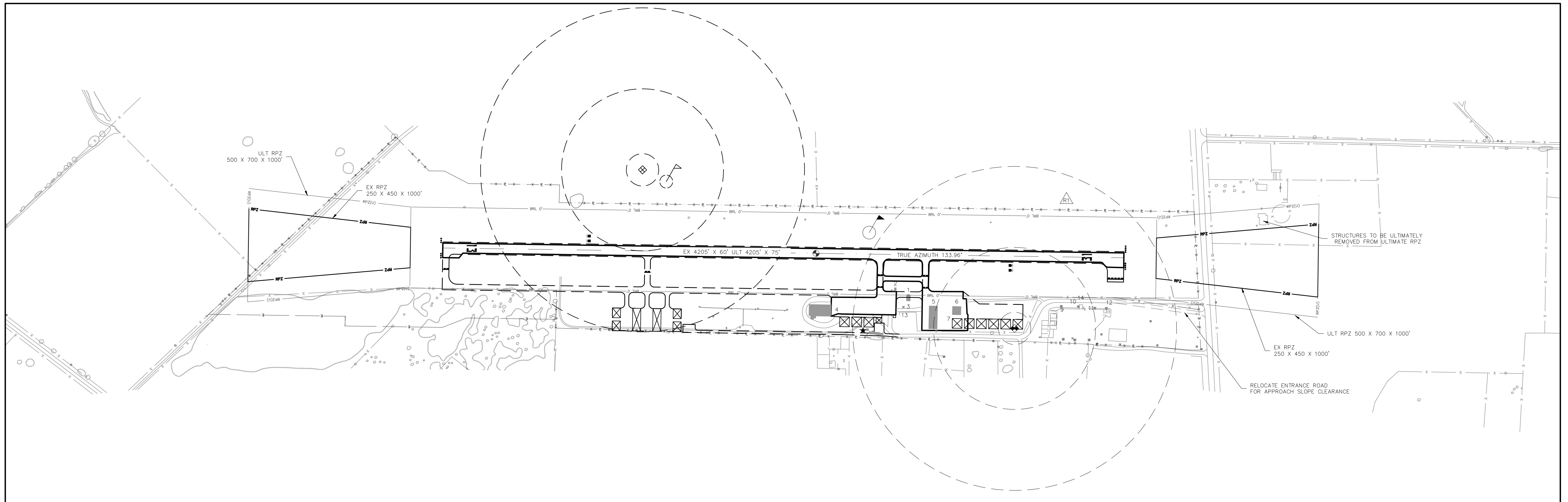
Does the consultant have direct experience developing general aviation airport plans similar to those proposed for this location? [Sources of information: Aviation Planning Team Form, Recent Relevant Airport Experience Form, and possibly the Optional Summary.]
- 3. Ability to meet the schedules and deadlines of this project and reputation for competence, timeliness, and quality of performance and work product. (25 points)**

Does the proposed planning team have sufficient time to devote to this project in order to meet the schedule submitted in the qualifications? Is the proposed schedule realistic? Does the consultant consistently meet contractual timetables? Has the work performed for other airports been satisfactory? [Sources of information: Aviation Planning Team Form, Recent Relevant Airport Experience Form, Project Schedule Form, possibly the Optional Summary, and reference check.]

4. Proposed Technical Approach and Schedule to Accomplish the Project. (25 points)

Does the consultant show specific understanding and familiarity with the particular requirements of this project and how to address them? Is the consultant familiar with relevant planning guidance? Is the schedule appropriate to accomplish the project?

[Sources of information: Proposed Technical Approach Form, Proposed Schedule Form, and possibly the Optional Summary.]



WIND DATA: WACO 1997 TO 2006

	RW 13-31			
	EXISTING		ULTIMATE	
RUNWAY ARC	B-I		B-II	
DESIGN AIRCRAFT & ARC	CESSNA 421 (B)		CESSNA 525A (BII)	
BALANCED FIELD LENGTH	2300'		3800'	
RUNWAY LENGTH & WIDTH (ft.)	4205' X 60'		4205' X 75'	
PAVEMENT DESIGN STRENGTH (1000 lbs.)	12.5 SW		30 SW	
RUNWAY LIGHTING	MIRL		MIRL	
PERCENT EFFECTIVE GRADIENT	0.30%		0.30%	
PERCENT WIND COVERAGE	88.26% 10.5 KNOTS		88.26% 10.5 KNOTS	
MAXIMUM ELEVATION ABOVE MSL	1255.2'		1255.2'	
RW SURFACE TYPE	ASPH		ASPH	
RSA - LENGTH BEYOND RW END	240'		300'	
RSA - WIDTH	120'		150'	
OFA - LENGTH BEYOND RW END	240'		300'	
OFA WIDTH	250'		500'	
OFZ - LENGTH BEYOND RW END	200'		200'	
OFZ WIDTH	250'		400'	
RUNWAY END	13	31	13	31
APPROACH TYPE	VISUAL	VISUAL	GPS LPV	GPS LPV
APPROACH VISIBILITY MINIMA	VISUAL	VISUAL	1 MILE	1 MILE
THRESHOLD SITING SURFACE & SLOPE	#2 20:1	#2 20:1	#4 20:1	#4 20:1
RUNWAY MARKING	NPI	NPI	NPI	NPI
RUNWAY VISUAL AIDS	PAPI	PAPI	PAPI	PAPI
TOUCHDOWN ZONE ELEVATION	887.24'	882.30'	887.24'	882.30'
FAR PART 77 APPROACH CATEGORY	A(V)	A(V)	C	C
FAR PART 77 APPROACH SURFACE SLOPE	20:1	20:1	34:1	34:1
TAKE-OFF RUN AVAILABLE (TORA)	4205'	4205'	4205'	4205'
TAKE-OFF DISTANCE AVAILABLE (TODA)	4205'	4205'	4205'	4205'
ACCELERATE STOP DISTANCE AVAIL. (ASDA)	4205'	4205'	4205'	4205'
LANDING DISTANCE AVAILABLE (LDA)	4205'	4205'	4205'	4205'

BUILDING NUMBER	DESCRIPTION	TOP ELEVATION
2	FUEL	1252.0'
3	ELECT VAULT	1251.2'
4	HANGAR	1268.7'
5	6-UNIT T-HANGAR	1260.4'
6	HANGAR	1266.1'
7	HANGAR	--
8	AWOS ANTENNA	1261.3'
9	LUMINAIRE	1281.1'
10	LUMINAIRE	1284.1'
11	LUMINAIRE	1279.1'
12	LUMINAIRE	1268.3'
13	C&G BEACON	1272.0'
14	RODEO ARENA BUILDING	1260.6'
15	--	0'
16	--	0'
17	--	0'
18	--	0'
19	--	0'
20	--	0'

	EXISTING	ULTIMATE
AIRPORT NAVIGATION AIDS	NONE	GPS
MEAN MAX TEMP (Hottest Month F)	96F	96F
AIRPORT REFERENCE CODE (ARC)	B-I	B-II
TAXIWAY MARKING	STD W/REF	STD W/REF
TAXIWAY LIGHTING	NONE	NONE
AIRPORT REFERENCE POINT COORDINATES	31°14'08.701" N 98°43'03.727" W	31°14'08.701" N 98°43'03.727" W

NOTES

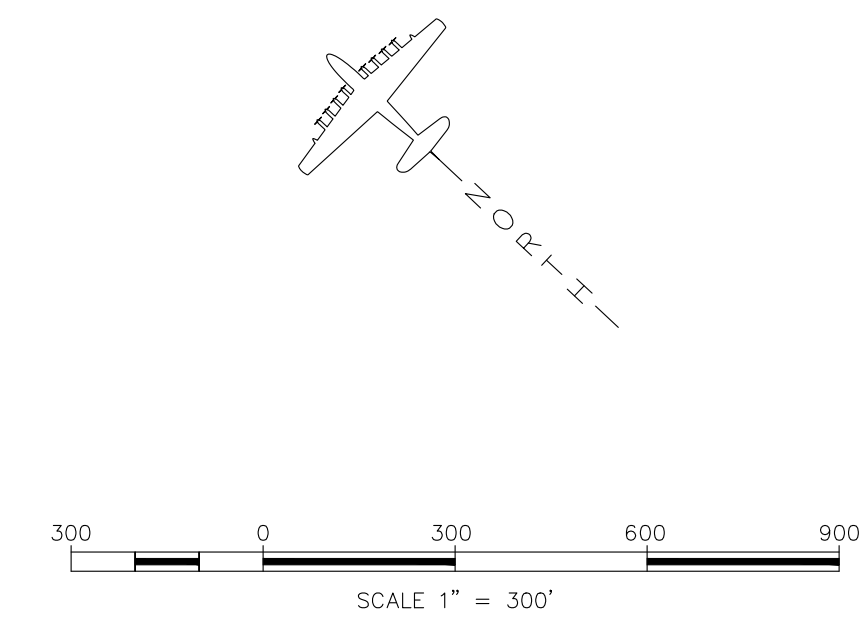
DATUM COORDINATE SYSTEMS - HORIZONTAL DATUM NAD 1983 State Plane Texas Central 4203 Feet, VERTICAL DATUM NAVD88.

NO KNOWN OFZ OBJECT PENETRATIONS

NO SURVEY WAS COMPLETED DURING PREPARATION OF THIS DRAWING. NO INNER PORTION OF THE APPROACH SURFACE DRAWINGS ARE INCLUDED BECAUSE THERE IS NO OBSTRUCTION DATA.

FAA STUDY NUMBER 2011-ASW-4270-NRA

RUNWAY END COORDINATES AND ELEVATIONS			
RUNWAY END	LATITUDE	LONGITUDE	ELEVATION
EXISTING END OF RWY 13	31°14'23.147" N	98°43'21.161" W	1255.20'
EXISTING END OF RWY 31	31°13'54.256" N	98°42'46.294" W	1242.65'



NOTES

REVISION #1 - ADJUST PROPERTY LINE; ADJUST ULT RPZ BOUNDARY - SEPT 15 2020 - TXDOT AVIATION - BILL MACKE

ALD LEGEND		
FEATURE	EXISTING	ULTIMATE
RUNWAY/TAXIWAY OUTLINE	=====	-----
RUNWAY/TAXIWAY TO BE REMOVED	=====	-----
BUILDINGS/FACILITIES	■	■
AIRPORT PROPERTY LINE	---E(U)---	---E(U)---
AIRPORT PROPERTY LINE w/FENCE	---E(U)---	---E(U)---
FENCE LINE	---E(U)---	---E(U)---
BUILDING RESTRICTION LINE (BRL)	---BRL---	---BRL---
AIRPORT REFERENCE POINT	⊕	⊕
WIND CONE & SEGMENTED CIRCLE	☼	☼
THRESHOLD LIGHTS	•••••	•••••
RW END IDENTIFIER LIGHTS (REILS)	⊙	⊙
C&G BEACON	★	★
VGSI	•	•
HOLD POSITION AND SIGN	■	■
ASOS/AWOS	⊕	⊕
PACS AND SACS MARKERS	▽	▽
GROUND CONTOURS	~	~
SIGNIFICANT OBJECT LOCATION	⊙	⊙
TREES/BRUSH	☁	☁
CITY LIMIT LINE	---CITY---	---CITY---

TEXAS DEPARTMENT OF TRANSPORTATION AVIATION DIVISION ALD APPROVED ACCORDING TO FAA AC 150/5300-13A PLUS THE REQUIREMENTS OF A FAVORABLE ENVIRONMENTAL FINDING AND FAA NRA STUDY PRIOR TO THE START OF ANY LAND ACQUISITION OR CONSTRUCTION ON AIRPORT PROPERTY. COPYRIGHT 2020 TXDOT AVIATION DIVISION, ALL RIGHTS RESERVED.		AIRPORT SPONSOR CURRENT AND FUTURE DEVELOPMENT DEPICTED ON THIS ALD IS APPROVED AND SUPPORTED BY AIRPORT SPONSOR SPONSOR ACKNOWLEDGES APPROVAL OF ALD BY TXDOT DOES NOT CONSTITUTE A COMMITMENT TO FUNDING.	
DAN HARMON, DIRECTOR, AVIATION DIVISION	DATE	SIGNATURE	DATE
PREPARED BY: TXDOT AVIATION DIV.		KS	JAN 2014
		DESIGNED BY	DATE
		MACKE	SEP 2020
		DRAWN BY	DATE

AIRPORT LAYOUT DRAWING
 SAN SABA COUNTY MUNI
 SAN SABA, TEXAS (81R)





Instructions for Responding to an RFQ Solicitation

Aviation Division

eGrants Workflow:	RFQ Response
eGrants Role:	Subgrantee Administrator (SA) Subgrantee Staff (SS)
eGrants link	https://apps2.dot.state.tx.us/apps/egrants2/logout2.aspx
eGrants help:	eGrants help desk Monday – Friday 8AM – 5PM CD/ST (excluding state/federal holidays) avn-egrantshelp@txdot.gov or 1-800-687-4568

STEP	ROLE	ACTIONS	NOTES
01	SA	<p>Go to View Opportunities.</p> <ol style="list-style-type: none"> Select Apply Now to the opportunity The RFQ Response Menu is opened 	<p>Very important to click on the name of the document and not the organization name</p> <p>Make a note of the opportunity due date to ensure you respond in time</p>
02	SA/SS	<p>Click on View, Edit and Complete Forms</p> <ol style="list-style-type: none"> Select RFQ Applicant Form Confirm Project information and address Upload AVN-550 or 551 <u>PLEASE MAKE SURE YOU SELECT THE CORRECT PDF FILE BEFORE CHANGING STATUS.*</u> Hit Save 	<p>You should print the proposal document to a PDF so that it becomes un-editable. Or, you may upload a scanned copy of the AVN-550/551.</p>
03	SA	<p>When you are ready to submit your response, click on Save and submit to CS review <u>YOU ARE DONE</u></p>	<p>You will get an email saying the response was successfully submitted; the status must be changed to RFQ Response in CS Review by the due date and time posted in the solicitation.</p>
04	SA/SS	<p><u>WAIT</u> UNTIL A SELECTION NOTIFICATION IS SENT TO YOU</p>	
05	SS/SA	<p><u>AFTER SELECTION NOTIFICATION IS RECEIVED</u> Log in to view status of response. Once the scores are verified, TxDOT will move the response to an interview, selected or not selected status of which you can log in to see the status of your response.</p>	<p>The selection notification will refer users to eGrants to view the status of their response. User may also view the TxDOT website for selection information.</p>

*If the responder posts the incorrect file.

- If status has been changed and the due date for the response has not expired, contact the help desk to ask for the status to be administratively changed back to Response in Process.
- If the incorrect file was posted, the incorrect file may be deleted and the correct one posted as long as the status has not been changed to Response in CS Review. Respondent will need to check the “delete” box and hit save. The page refreshes. Then post the correct file, save, and change the status.

If you are not set up in eGrants and wish to respond to a posted solicitation, you may contact the aviation help desk for assistance by using the webform available at [eGrants Help Desk Form](#)

Some organizations will have many user members. Each organization should determine which user member will submit the completed avn-550/551 in eGrants. after the opportunity is selected for the organization, it will no longer appear on any other user’s home page unless the initiating user cancels the response.